



The EPA Portal utilizes Oracle Collaboration Suite (OCS) to aid teams in sharing and collaborating on project data. The OCS tools available to users via the EPA Portal are: Workspaces, Content Services, Discussion Forums, and Web Conferencing.

Workspace

A Workspace is a team-based tool designed to track and manage content and communications in the context of the business process. Workspaces provide a single place to utilize, organize, and view the following tools:

- *Meetings:* This tool enables you to schedule meetings with your team members. Although this does not interact with the Lotus Notes calendar, it does provide a single place to recode team activities and a central place to post notes from team meetings.
- *Tasks:* The task tool allows a team to keep the tasks a team needs to complete in one central location so that team members go to a single site to access their assignments.
- *Announcements:* By utilizing the announcements tool, team members can broadcast information that the entire team needs to know. This eliminates the need to send notification messages and records the announcement and the time it was created.
- *Views:* This tool enables team members to make a custom collection of workspace items that they can easily navigate see the items without going into each specific section of the Workspace. Any tool in the Workspace can be added to a View.

Content Services

The Content Services element of OCS provides users with a document repository to access files and documents within the collaboration environment in order to share and modify files while simultaneously working with team members. This capability will assist users in effectively and efficiently sharing information. In addition, items and documents from a user's desktop can be shared via Web Conferencing.

Discussion Forums

Discussion Forums allow team members to hold a discussion about various topics regarding a project. Each team member in the workspace can start and participate in discussion threads by posting questions and offering help on relevant topics. Discussion forum provide an excellent place to exchange ideas for all members of the team can read and participate in.

Web Conferencing

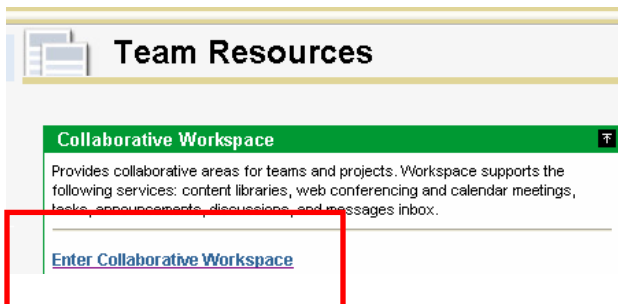
Web Conferencing improves collaboration by promoting communication and interaction regardless of location. With Web Conferencing, you can employ voice and Web capabilities to hold group meetings and presentations in order to maximize efficiency and easily work together. The Portal provides a venue for EPA users to utilize Web Conferencing as a tool to accomplish time critical goals through multimedia services. The Web Conferencing capability available will allow you to fulfill requirements of projects easier by providing a seamless environment for conducting your business.



Navigation

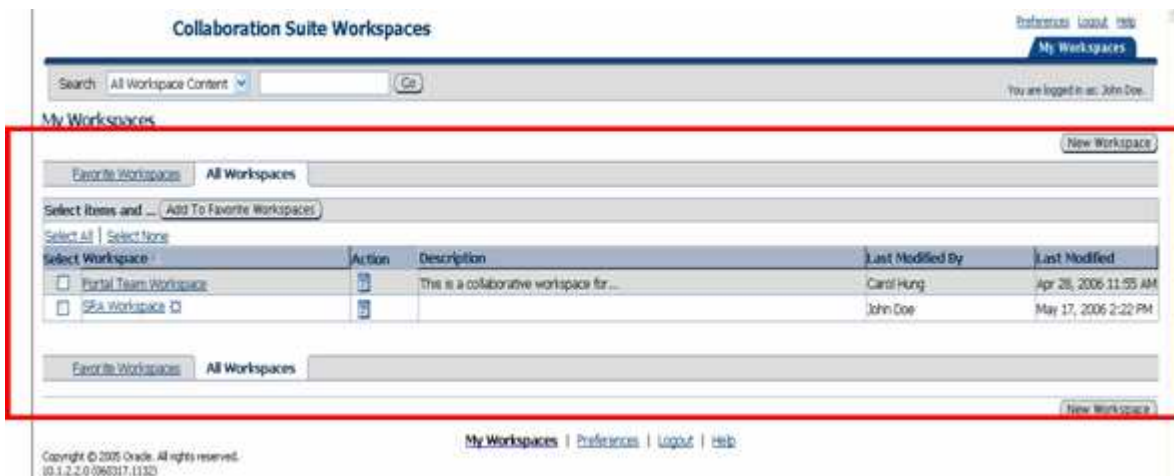


To navigate to the OCS, first click the Team Resources link under the General Pages heading on the left navigation bar. This will bring you to the Team Resources page.



Then click on the Enter Collaborative Workspace link in the Collaborative Workspace Portlet to enter the OCS.

The My Workspaces page is where you select what workspace to enter into. To enter a workspace, select the Workspace link. This will take you to the homepage of the team workspace.





From the workspace home page, you can then navigate to: Document Repository, Discussion Forums, Meetings, Tasks, Announcements, and Views

The screenshot shows the Oracle Collaboration Suite Workspaces interface. The left navigation bar is highlighted with a red box and contains links for Overview, Meetings, Tasks, Announcements, Discussions, Inbox, Views, and Members. The right navigation bar is also highlighted with a red box and contains sections for Announcements (No Announcements), My Pending Tasks (No Pending Tasks), and My Upcoming Meetings (No Upcoming Meetings). A red arrow points from the left navigation bar to a text box below, and another red arrow points from the right navigation bar to a text box below.

The left navigation bar allows you to move to the different parts of the workspace

The right navigation bar informs you of your pending project tasks, announcements and upcoming meetings

If you have additional questions on Collaboration Tools, please contact Grady.Terry@epa.gov.